

# MARICOPA COUNTY EMPLOYMENT OPPORTUNITY

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## OPEN COMPETITIVE

### MEDICAL TRANSCRIBER – TEMPORARY

**Two Temporary positions available with Medical Examiners Office**  
**Work Location: 701 West Jefferson Street, Phoenix, AZ**

#### Conditions of Employment

This position is Unclassified under Merit System Rules.

#### Recruitment Dates

Monday, November 22, 2004 – Friday, January 14, 2005

#### Salary

\$11.17 Per Hour

#### Position Qualifications

High School Diploma or GED Certificate and completion of an accredited two year Medical Transcription program or equivalent OR two years of medical transcription experience, preferably with some experience in pathology.

#### Essential Job Tasks

Transcribe reports of post mortem external and autopsy examinations from dictated and written materials, including making changes, corrections and additions of microscopic examinations. Prepare Report of Investigation (ROI) from hand written copies received from pathologist. Prepare appropriate portions of initial death certificate from handwritten copy and prepare supplemental death certificate following pathologists determination as to cause and manner of death. Issue appropriate correspondence according to circumstances and status of case. Perform other clerical duties, including receptionist duties, as necessary.

#### Selection Procedure

The hiring authority will select the successful candidate based on departmental needs.

#### Filing Process

**SEND COMPLETED APPLICATIONS TO:**  
**The Medical Examiners Office**  
**Attn: Gayle 602-506-3322, FAX: 602-506-1546**  
**701 West Jefferson Street**  
**Phoenix, Az 85007**

#### Equal Employment Opportunity

IT IS THE POLICY OF MARICOPA COUNTY NOT TO DISCRIMINATE IN EMPLOYMENT OR THE PROVISION OF SERVICES.  
MARICOPA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.

## SUPPLEMENTAL INFORMATION

### MEDICAL TRANSCRIBER

**PLEASE NOTE:** This form does NOT replace the information requested on the "Application for Employment." Be sure your application and this supplement are **both** accurate and complete. Please be aware that work history and job duties listed on this form must be consistent with the information listed on the "Application for Employment". Furthermore, work history or job duties listed on this form, which is not consistent with the "Application for Employment", may not be considered. Information provided on this supplement may be used to determine your eligibility for this position. **FAILURE TO SUBMIT THIS FORM ALONG WITH YOUR APPLICATION MATERIALS WILL DISQUALIFY YOU FROM FURTHER CONSIDERATION FOR THIS POSITION! "SEE RESUME" IS NOT ACCEPTABLE.**

1. Do you have Medical Transcription experience? ☐ Yes ☐ No  # of years.  
If yes, please describe your duties and responsibilities:

2. Was any of your experience in Pathology? ☐ Yes ☐ No.  
if yes, please describe how it was acquired:

Signature

Date